



## WESTCHASE PROPERTY MANAGEMENT REQUEST FOR PROPOSAL COMMITTEE MEETING

### Agenda & Meeting Minutes

January 15, 2024

**Call to Order:** 5:02 pm; the meeting adjourned at 5:53 pm

**Members Present:** Terry Lanzar, Russ Crooks, Eric Holt, Dyan Pithers, Michiel Oostenbrink; the meeting was also attended by Joe Oda

**Members Absent:** John Mogge, Rick Goldstein

### **Agenda:**

#### **Approval of January 8 Minutes**

#### **Review of Action items (AIs) and Continuity of Effort Items (CoE)**

- John to request final RFP sufficiency review and legal section input from Schumaker (Pending) – the consensus is that this is needed by February 2.
- John to accumulate and share email based VM and board member feedback (Ongoing) – this will be ongoing until the final RFP is submitted.
- Dyan to develop map of the community for distribution at the open house – Dyan will have this ready no later than February 2
- Terry to establish a generic email for communication with potential bidders (Complete) Email is [wcarfpcommittee@hotmail.com](mailto:wcarfpcommittee@hotmail.com).
- Terry will update the invitation letter depending on board and VM review – the letter will be sent out on January 16 via email, followed by first class USPS mail soon thereafter.

#### **Discussion items**

- Draft invitation letter review – the Board gave the committee approval to press on, Only one correction needs to be made to the letter and it will be sent out on January 16.
- Review of VM and board comments received to date for potential changes in the RFP – the only comments received to date were from one VM. Each was addressed and Terry will update the log developed by John, respond to the VM and modify the requirements document accordingly.
- Open house logistics (room set up, invitations, materials, slides, etc.) – the committee believes that John has already arranged for the room. At the next meeting we will discuss assignments. It was the consensus of the committee, that a short presentation (via Canva) be put on a loop but that no formal presentation is necessary. Index cards will be available for questions; a sign in sheet will be available for the bidders to sign in. The map will be available for the site walks and a packet with the draft RFP will also be available. Terry will coordinate the details with John.
- The committee is still awaiting Shawn's comments to the RFP.

#### **Open Discussion or any new business:**



- John to request final RFP sufficiency review and legal section input from Schumaker (Pending)
- John to accumulate and share email based VM and board member feedback (Ongoing)
- Dyan to develop map of the community for distribution at the open house.
- Dyan to develop a Mini, looping slide show of how things will go at Bidders Conference.
- Terry will update the invitation letter depending on board and VM review and send out on January 16; she will also prepare hardcopy for first class USPS mail distribution.
- Terry will update the log developed by John, respond to the VM and modify the requirements document accordingly.
- Terry will work the logistics for the open house with John: Packets for the bidders will include index cards for questions, map, and draft RFP. A sign-up sheet will be available for bidders to sign in.

**Recorder - Recap of AIs and CoEs from this meeting:** Terry

**Next Team Meetings:** Jan 22: Discuss Shawn’s comments and logistics for the open house

**Updated Workplan – Milestones, tasks, and leader:**

Date	Activity	Milestone	Lead (s)
Jan 9	VM In Person Meeting		Dyan & all
Jan 3 – 12	Incorporate VM feedback in RFP		All
Jan 3 – 12	Legal review and feedback		Schumaker
Jan 11	Board discussion of the VM presentation and feedback		John
Jan 15	Committee Meeting	Address feedback	Terry
Jan 16	Informational Announcement to Bidder’s list	Market outreach	Terry
Jan 22	Committee Meeting	Address feedback	John
Feb 1	Board Report		John
Feb 5	Committee Meeting		John
<b>Feb 7</b>	<b>Open house and site walk – RFI period opens</b>		All
Feb 19	Committee Meeting		John